

**EXECUTIVE SESSION TO THE
CRESTRIDGE ESTATES BOARD OF DIRECTORS**
MEETING MINUTES FOR FEBRUARY 19, 2020
REDMOND LIBRARY

Board Members Present

David Quiett, Resigning President
Sharon Rosen, Secretary
Valerie Bollard, Director
Roiann Santos, Director (Acting Treasurer during Wally's absence)
Jim Pex, Director
Randy Oswald, Director

Board Members Absent

Patrick Overman, Director
Wallis Hathaway, Treasurer

6:05 Meeting was Called to Order and Roll-Call

Board Director duties and responsibilities chart was presented by Valerie Bollard. After discussion the chart was approved by those present. Election of officers, duties, and responsibilities were voted on and approved by all board members who were present. See attached chart as presented by Valerie Bollard. Duties and responsibilities were distributed equally among all Board Directors Board term for each member was established by all those present.

Election of Board Members results and length of term:

Jim Pex	President	2 year term
Patrick Overman	Vice President	3 year term
Sharon Rosen	Secretary	2 year term
Roiann Santos	Director	2 year term (acting Treasurer)
Wallis Hathaway	Treasurer	2 year term (temporary leave due to surgery)
Valerie Bollard	Hospitality	3 year term
Randy Overman	CC & R Infractions	2 year term

Roiann will change the **Name/Address on the Notice of Association** recorded with Deschutes County. Roiann will also be the **Registered Agent on file with the State of Oregon.**

David Quitett, resigning/outgoing President handed over the flash drive documents from Crystal Lakes management company.

Discussion of un-paid dues:

Unanimous decision to impose \$5.00 late fee for each month a homeowner has not paid their dues effective April 1, 2020. The late fee will be applied each month. (the late fee is to cover the cost of sending additional billing invoices to the homeowner.)

There are 30 homeowners who have not paid their required \$89.00 Annual Dues. Roiann will send out a 2nd billing to all past-due accounts with an invoice. The March, 2020 billing will

notify each homeowner that if they do not pay the \$89.00 dues, beginning April, 2020 they will be charged \$5.00 every month until their dues is paid in full, including late fees.

Discussion of Design & Review Committee referral of infraction:

Design & Review members have contacted the Board of Directors regarding a shed that has been placed on a property without going through the required approval process. This is a new homeowner to Crestridge Estates, because the homeowner did not follow CC & R's or By-Laws before getting approval from the Design & Review Committee, the position/placement of the shed is in violation of CC & R's. The infraction/violation is now a BOD issue that needs to be resolved in an orderly and neighborly manner.

Randy Oswald, CC & R Infractions Director will send an email to the homeowner as directed by President, Jim Pex.

Discussion of Board Member Liaison from CC & R Sub-Committee

Roiann Santos and Valerie Bollard are members of the CC & R Sub-Committee. Roiann has agreed to be the liaison from CC & R Sub-Committee to the Board. Roiann will give monthly updates to the board regarding progress of the CC & R Sub-Committee, provide the Board copies of CC & R Sub-Committee Minutes and meeting notes.

Meeting adjourned 7:00pm

Submitted by: Sharon Rosen

NEXT MEETING: DUE TO SHELTER IN PLACE QUARANTINE AND COVID-19 THERE WILL NOT BE ANY MEETINGS SCHEDULED AT THIS TIME.